Preser

App. F. IX-4

1935. (Medical).

File No. 92-35

Serial Nos. 6-7, 10

Previous References
Med 92-35 & 1-5

Later References
Med 92-35 & 13-14.
" 203-36 " 3-4.
CS 117-38-142
Med. 59-38, Nos. 14 15.
" 205-41 (1-7)
" 350-41 & 1-2.
" 278-428 1,6-9.

GENERAL AND REVENUE SECRETARIAT.

Med 6-55-108

Serial Nos. 3.

Part B for March 36

SUBJECT.

Additional staff for work under the Secretary appointed for the 3 principal Hospitals in Bangalore city

To

G 6721-2 & 26-2-36
The Senior Surgeon
The Comptroller through Finance Secretary.

Sanctions temporarily for a period of one year, the entertainment of one Duffadar on Rs 15 p.m. and one peon on Rs 13 p.m. for work under the Secretary of the 3 Hospitals in Bangalore city.

Duties of the Lady Secretary obtained for the 3 Hospitals in Bangalore City

General and Revenue Secretariat | Med File No. 92 of 1935 | [App. F. III—2

Serial No.

From the Senior Surgeon

Letter No G.C 120.7 dated 27-1-1936

Encloses for approval a copy of the report of Medical officers of the 3 Hospitals in Bangalore City, fixing the duties of the Secty in the Hospital and other allied matters -

1) The points for orders ~~of~~ approval present are :-

1) approval of the duties of the Secretary as laid down in the report of the Medical officers, and

2) ~~Sanction~~ according sanction to the appointment of

1 Sanitary Inspector
1 Dufferdar on Rs 15/- p.m.
2 ~~Nurses~~ Peons on Rs 13/ each p.m.

2) Submitted with a Dft approving of the proposals & sanctioning the appointment of 2 Peons, required for the office of the Secretary.

Asst Sec 30/1/36 3) Dft G.O as per Secy personal instructions is placed for consideration.

4) For approval
30/1/36

Gen. Secy)

NOTE.—Contn. Sheet.

WD 03594—GPB—30,000—18-7-35

3870

2) Duties etc of the Secretary appointed for the 3 Hospitals in Bangalore City

Med File No. 92 of 1935

General and Revenue Secretariat

5) Dept is putup appr the arrangements for work. The portions shown in bracket in the enclosure may be omitted. The question of the establishment required may be considered after this order issues. In the mean while the hospitals may place two menials out of the existing est. at the disposal of the Secy

Sec. Member

6)

7) Done draft putup

Today

Nos. G.6079-80 dated 1/2/36.

To The Senior Surgeon in Mysore.
.. Comptroller to Govt.

Approves of the proposals made for defining the duties of the Secy. and other matters contained in the letter of the Supdt. Minto Ophthalmic Hospl. for the three Hospls in Bangalore City

OFFICE OF THE SECOND MEMBER OF COUNCIL
NO. S-539

ISSUE & RESUBMIT.

TYPING 31 JA 19 GENL

Addl Staff for work under the Secretary
3870 sanctioned for the 3 Surgical Hospitals in Bangalore City (5)

General and Revenue Secretariat | File No. Med 92 of 1935. | [App. F. III—2

Serial No.

Cost of Rs 26/- pm and may be sanctioned,

Sd/- 6/2

Secretary)

Mr Hosey)

15)

I agree with the general Secretary as regards the Duffadar and the Sanitary Inspector. As regards the two menials for Service under the Secretary, the two menials, now spared temporarily from the hospitals, may continue to work under the Secretary permanently. In the present financial condition it is not possible to allow additions to recurring expenditure. It may also be recalled that ~~xxxx~~ it was stated that the appointment of the lay Secretary should not involve extra cost. vide Fe Secy's note dated 18/10/35 in Med. File 92-35 Sls 1-5.

FINANCIAL SECRETARIAT U.O.No. Fi. 804/A 6. FEB. 1936 BANGALORE.

OFFICE OF THE SECOND MEMBER OF COUNCIL 11 FEB. 1936 No. 6015

10/2/36.

11/2/36

II MM)

16) 1 Duffadar & 1 peon may be spared temporarily for 1 year.

13/2/36.

13/2/36

Fe Secy)

FINANCIAL SECRETARIAT U.O.No. Fi. 1854 13. FEB. 1936 BANGALORE.

NOTE.—Contn. Sheet

WD 03594—GPB—30,000—13-7-35

17) 13/2/36

14/2/36

14:

372

6) ~~Admn~~ memorial for the Secretary of the 3 Hospitals

3870

File No. 92 of 1935

General and Revenue Secretariat

Subd with a Dft Govt order.

14-2-36

For personal perusal.

17/2/36

Gen. Secy!

19/2

19/2

Memo. 1380.

Draft & fair sheet.

I.D. has seen.

~~Draft~~

26/2

20. FEB. 1936. GENL. & REV. SECT.

Issued 29/2

No. G.6721-2. Dated 26/2/36

To The Hon. Surgeon-in-Chief.

Combd. to Govt. Hon. Sec'ry.

Sanctions, temporarily, for a period of one year, the entertainment of one Daffedar on Rs. 15/- P.M. & one peon on Rs. 13/- P.M. for work under the Secy. to the Govt. Hospls. in Bangalore City, etc.

18/3/36

19. MAR. 1936. GENL. & REV. SECT.

Letter No.489 dated 15-1-1936, from Dr.B.K.Narayana Rao, B.A., M.B. etc., Superintendent, Minto Ophthalmic Hospital, Bangalore, to the Senior Surgeon in Mysore, Bangalore.

In continuation of this office letter No.377 dated 9-12-1935, I have the honour to inform that the Committee of Medical Officers of the 3 Hospitals met and considered the question of the duties of the newly appointed post of Secretary and allied matters and came to the following conclusions which they recommend for suitable Government Orders.

A.

A Board of Management will be created for the three hospitals the Medical Officers in charge of the three institutions concerned forming its members.

The Senior most Medical Officer of the three will be ~~the~~ ex-officio President of the Board.

The Board will meet ordinarily not less than once a month and also whenever convened by the President.

There shall be a Secretary to the Hospitals who will be Secretary to the Board.

At the Meetings of the Board, all questions relating to matters of common interest which are within the Boards purview will be discussed and decisions come to- which will be recorded in a Minute Book by the Secretary.

The Board will deal with the following:-

The Secretary being the executive officer directly responsible for the carrying out of the Boards decisions.

A. Dieting.
1. Notifications and tenders.
2. Contractors, Stores, indents and supplies.
3. Receipt of diet articles, cooking and distribution of food.
4. Supervision of milking.
5. Maintenance of diet registers, accounts, bills and payments.
6. Coolies and other Kitchen servants.
7. Buying and maintaining in good repair all kitchen utensils, crockery etc.,

(N.B:- All food supplies will be daily inspected by one of three R.M.O's by rotation every month).

B. Linen.
1. Dhobies and other Laundry servants.
2. Laundering.
3. Tenders for and supplies of hospital and servants' linen.

(N.B:- Linen of each Hospital will be separate and under the control of the Matron and Linen Clerk of each institution).

C. Lighting and Electric Power.

1. Indenting for and maintaining stock of Electric Bulbs, and other materials.

P.T.O.

2. Electric bulbs and accounts, correspondence, repairs.
3. Telephones and heaters.
4. Electrician.

D. Furniture.
1. Maintenance of stock and repairs.
2. Tenders and bills.

E. Building and Premises.
1. Annual repairs and petty periodical repairs.
2. Staff quarters.

F. Sanitation.
1. Drains and sewers.
2. Incinerators.
3. Disinfection of clothes.
4. Mortuary.

(A Sanitary Inspector is suggested to be added to the Staff to work under the Secretary and be responsible for item F.).

G. Records, Accounts and Cash.

1. Preparation of salary and allowance bills and disbursements.
2. Service Registers.
3. Stock Registers of Furniture, Crockery etc.
4. Correspondence registers.
5. Hospital dues, their recovery and remittance to the Treasury.
6. Money registers.

The Secretary will be in direct executive charge of all the duties above mentioned and will deal with bills and accounts directly with the authorities concerned. In matters of discipline, staff and policy, he is directly subordinate to the President of the Board.

The Secretary will act according to and in the spirit of the decisions of the Board- such of the decisions as required approval of the higher authorities being acted upon after such approval is obtained by the President.

The following staff will work under the Secretary's control:-

(1) All Cooks and Kitchen servants.
(2) Dhobies
(3) Electrician
(4) Stewards
(5) Accountants
(6) Some clerks.
(7) An Assistant Secretary (when appointed)
(8) A Sanitary Inspector
(9) A few peons and sweepers.

B.

The following items will be within each Hospital's control and will not be subject to a common authority:-

1. Discipline and control of all nursing staff.

2. Discipline and control of all menial staff- not specifically mentioned as under Secretary's control.

3. All professional work and control and transfer of all professional staff.

4. All professional correspondence (certificates, correspondence

correspondence with patients friends with other outside or inside authorities.)

(N.B:- For the work of each individual Hospital- one clerk for the Minto, 2 for Victoria Hospital and one for the new Maternity are absolutely necessary, preferably they should be steno-typists.).

The following staff are required to be sanctioned by Government very early.

1. Sanitary Inspector.
2. One Daffedar on Rs.15/- per month.
3. Two peons on Rs.13/- each per month.

(2 & 3 are required for the office of the Secretary)

4. All additional staff required and already asked for by the new Vani Vilas Hospital.

D.

Further detailed proposal regarding methods of working these responsibilities etc., will be submitted to you in the beginning of February after the Secretary has gained experience of the present system of working.

"Copy".

S. Subba Rao

Senior Surgeon.

CSR.

med. 92-35-1

(1.

Proceedings of the Government of H.H. the Maharaja of Mysore.

R e a d:-

Govt. Order No.G.4810-12 Med.92-35-5 dated 11.12.1935, sanctioning the appointment of a Secretary for the ~~3~~ three Major Hospitals in Bangalore City.

2. Letter No.G.C.120-7 dated 27.1.'36 from the Senior Surgeon forwarding a copy of the report received from the Superintendent, Minto Ophthalmic Hospital, Bangalore, containing the proposals made by the Committee of the Medical Officers of the 3 principal Hospitals of Bangalore City, and requesting approval of Government for the entertainment of ~~the~~ some additional staff ~~mentioned~~ and ~~for~~ the adoption of the rules on the lines suggested by the Committee.

ORDER NO. G 6049-80

Dated, Bangalore, the 30th Jany. 1936.

47/36

Government generally approve of the proposals made for defining the duties of the Secretary and other matters contained in the letter of the Superintendent, Minto Ophthalmic Hospital as in the extract appended to this order.

Separate orders will issue regarding the additional establishment proposed to be entertained. In the meanwhile the services

(12

services of two menials out of the existing staff of the three hospitals may be placed at the disposal of the Secretary.

DRAFT) 30/4
Genl: Secry to Govt.

The Sr. Surgeon in Mysore.
" Comptroller to Govt. ~~thro' the Fl. Sett.~~

K.M.R.1.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Read:—

Government Order No. G. D810-12 Medl. 92-35-5 dated the 11th December 1935 sanctioning the appointment of a Secretary for the three Major Hospitals in Bangalore City.

2. Letter No. G.C. 120-7 dated the 27th January 1936 from the Senior Surgeon in Mysore forwarding a copy of the report received from the Superintendent, Minto Ophthalmic Hospital, Bangalore, containing the proposals made by the Committee of the Medical Officers of the 3 Principal Hospitals of Bangalore City, and requesting approval of Government for the entertainment of some additional staff and the adoption of the rules on the lines suggested by the Committee.

Order No. G 6049-80 Med 92-35-9.

Dated, Bangalore, 31st January 1936.

92 [illegible]

Government generally approve of the proposals made for defining the duties of the Secretary and other matters contained in the letter of the Superintendent, Minto Ophthalmic Hospital as in the extract appended to this order.

Separate orders will issue regarding the additional establishment proposed to be entertained. In the meanwhile the services of two menials out of the existing staff of the three hospitals may be placed at the disposal of the Secretary.

By Order,

[signature]

for General Secretary to Government.

To

The Senior Surgeon in Mysore,
The Comptroller to Government.

P.T.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Read

Extracts

from Letter No. 489 dated the 15th January 1936 from the Superintendent, Minto Ophthalmic Hospital, Bangalore to the Senior Surgeon.

***** :0: *****

x x x x x

A.

A Board of management will be created for the three Hospitals the Medical Officers in charge of the three institutions concerned forming its members.

The Senior most Medical Officer of the three will be ex-officio President of the Board.

The Board will meet ordinarily not less than once a month and also whenever convened by the President.

There shall be a Secretary to the Hospitals who will be Secretary to the Board.

At the Meetings of the Board, all questions relating to matters of common interest which are within the Boards purview will be discussed and decisions come to - which will be recorded in a Minute Book by the Secretary.

The Board will deal with the following:-

The Secretary being the Executive Officer directly responsible for the carrying out of the Boards decisions.

A. Dieting - 1. Notifications and tenders,
2. Contractors, stores, indents and supplies,
3. Receipt of diet articles, cooking and distributi of food,
4. Supervision of milking,
5. Maintenance of diet registers, accounts, bills and payments,
6. Coolies and other kitchen servants,
7. Buying and maintaining in good repair all kitchen utensils, crockery, etc.,

(N.B. - All food supplies will be daily inspected by one of three Resident Medical Officers by rotation every month).

Next Week

Letter No. 156. Dated the 22nd January 1936 from the Superintendent, Dimbula Hospital, Hanguranketa to the Senior Surgeon.

*****

x x x x x

A.

A Board of Management will be erected for the three Hospitals forming the Medical Officers in charge of the three Institutions concerned and the Medical Officer in charge of the Dimbula Hospital, Hanguranketa.

The Senior most Medical Officer of the three will be ex-officio President of the Board.

The Board will meet ordinarily not less than once a month and also whenever convened by the President.

There shall be a Secretary to the Hospitals who will be Secretary to the Board.

At the meetings of the Board, all questions relating to matters of common interest which are within the Towns Bye-law will be discussed and decisions come to which will be recorded in a minute book by the Secretary.

The Board will deal with the following:-

The Secretary being the Executive Officer directly responsible for the carrying out of the Board's decisions.

A. Dieting - 1. Notifications and tenders,
2. Canteens, stores, indents and supplies,
3. Basket of diet articles, cooking and distribution of food,
4. Supervision of kitchen,
5. Maintenance of diet registers, accounts, bills and payments,
6. Cook-lice and other kitchen servants,
7. Buying and maintaining in good repair all kitchen utensils, crockery, etc.,

(N.B. - All food supplies will be daily inspected by one of three Resident Medical Officers by rotation every month).

month).

B. Linen - 1. Dhobies and other laundry servants,

2. Laundering,

3. Tenders for and supplies of Hospital and servants' linen,

(N.B. - Linen of each Hospital will be separate and under the control of the Matron and Linen Clerk of each Institution).

C. Lighting and Electric Power -

1. Indenting for and maintaining stock of Electric Bulbs, and other materials,

2. Electric bulbs and accounts, correspondence, repairs,

3. Telephones and heaters,

4. Electrician.

D. Furniture -

1. Maintenance of stock and repairs,

2. Tenders and bills.

E. Building and Premises -

1. Annual repairs and Petty Periodical repairs,

2. Staff Quarters.

F. Sanitation -

1. Drains and sewers,

2. Incinerators,

3. Disinfection of clothes,

4. Mortuary.

G. Records, Accounts and Cash -

1. Preparation of salary and allowance bills and disbursements,

2. Service Registers,

3. Stock registers of furniture, crockery etc.,

4. Correspondence registers.

5. Hospital dues, their recovery and remittance to the Treasury,

6. Money orders remitters.

The Secretary will be in direct executive charge of all the duties above mentioned and will deal with bills and accounts directly with the authorities concerned. In matters of discipline, staff and policy, he is directly subordinate to the President of the Board.

The Secretary will act according to and in the spirit of the decisions of the Board - such of the decisions as require approval of the higher authorities being acted upon after such approval is obtained by the President.

The following staff will work under the Secretary's control:-

(1) All cooks and kitchen servants,

(2) Bhobies,

(3) Electrician,

(4) Stewards,

(5) Accountants,

(6) Some clerks,

(7) A few ~~xxxxxxxxxxxx~~ peons and sweepers,

B.

The following items will be within each Hospital's control and will ~~not~~ not be subject to a common authority:-

1. Discipline and control of all nursing staff,

2. Discipline and control of all menial staff - not specifically mentioned as under the Secretary's control,

3. All professional work and control and transfer of all professional staff,

4. All professional correspondence (certificates, correspondence with patients' friends with other outside or inside authorities.

" Extract "

for General Secretary to Government.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

Read:-

Government Order No.G.4810-12/Med.92-35-5 dated 11th December 1935 sanctioning the appointment of a Secretary for the three major Hospitals in Bangalore City.

2. Government Order No.G.6079-80/Med.92-35-7 dated 1st February 1936 directing that the services of two peons out of the existing staff of the three Hospitals in Bangalore City be placed at the disposal of the Secretary pending the issue of separate orders regarding the additional establishment of menials proposed to be entertained.

- - - -

Order No.G 6781-2 Med 92-35-10

Bangalore, dated the 20th February 1936.

Government are pleased to sanction, temporarily for a period of one year the entertainment of one Duffedar on Rs.15/- per mensem and one peon on Rs.13/- per mensem for work under the Secretary of the three Hospitals, the cost involved being met by a reappropriation of funds of the Medical Department.

For General Secretary to Government.

To

The Senior Surgeon in Mysore.

" Comptroller to Government through Financial Sectt.

bnl.5

G. R. S. App. F VI—G 2]

5 [illegible]

SUBJECT .....

.....

.....

Diary No. of letter replied to .....3870/.....

Section Med

File No. 92-35

Serial No. 10

General and Revenue Secretariat

( )

the 193 .

Proceedings of the Government of His Highness the Maharaja of Mysore.

~~[illegible]~~.

Date of issue 26.2.1936.

Read— Govt order No G 4810-12 Med 92-35-5 d 11-12-1935 sanctioning the appointment of a Secretary for the three Hospitals in Bangalore City

2. Govt order No G 6079-80 Med 92-35-7 dated 1-2-1936 directing among other things,

Signed by HW BM

H.G.

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette Kannada Part ?

R

Order thereon.—No. directing that the Services of two ~~[illegible]~~ persons out of the existing staff of the three Hospitals in Bangalore City be placed at the disposal of the Secretary ~~[illegible]~~ regarding the additional ~~[illegible]~~ of Rs. 100/- per month sanctioned in the order ~~will issue~~ separately

Order G 6721-7

Necessary action

Govt are pleased to

7/

~~Accept~~ sanction, ~~the offer~~ tenders, for a period of one year,
the contract rates of the Dabbedar on Rs 15/- p.m.
~~on the 15th~~ and one peon ~~on Rs 13/-~~ p.m.
on Rs 13 p.m. ~~respectively~~, for
work under the Secty of the
three Hospitals, the cost involved
being met by a Reappn of Secretl Of the Medical Deptt.

GW 19/2

J Peon Secty
17/2/36

The Dr Surgeon
a Compn. Cano 7th Secty

List of Enclosure

Copied by

Examined by

WD 0158—GPB—15,000—13-8-34

S.O

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. G. 6079-80/Med. 92-35-7 Bangalore, Dated, 1st February 1936.

Duties

Issues orders defining the———of the Secretary appointed for the three principal Hospitals in Bangalore City.

Read:-

Government Order No.G.4810-12/Med.92-35-5 dated the 11th December 1935 sanctioning the appointment of a Secretary for the three Major Hospitals in Bangalore City.

2. Letter No.G.C.120-7 dated the 27th January 1936 from the Senior Surgeon in Mysore forwarding a copy of the report received from the Superintendent, Minto Ophthalmic Hospital, Bangalore, containing the proposals made by the Committee of the Medical Officers of the three principal hospitals of Bangalore City, and requesting approval of Government for the entertainment of some additional staff and the adoption of the rules on the lines suggested by the Committee.

ORDER NO.G.6079-80/MED.92-35-7 DATED 1ST FEBRUARY 1936.

Government generally approve of the proposals made for defining the duties of the Secretary and other matters contained in the letter of the Superintendent, Minto Ophthalmic Hospital, as in the extract appended to this order.

Separate orders will issue regarding the additional establishment proposed to be entertained. In the meanwhile the services of two menials out of the existing staff of the three hospitals may be placed at the disposal of the Secretary.

M. VENKATESA IYENGAR,
General Secretary to Government.

To—The Senior Surgeon in Mysore.
The Comptroller to Government.

Extract from letter No, 489 dated the 15th January 1936 from the Superintendent, Minto Ophthalmic Hospital, Bangalore, to the Senior Surgeon.

x x x x x x

A

A Board of management will be created for the three hospitals, the Medical Officers in charge of the three institutions concerned forming its members.

The Senior most Medical Officer of the three will be ex-officio President of the Board.

The Board will meet ordinarily not less than once a month and also whenever convened by the President.

There shall be a Secretary to the hospitals who will be Secretary to the Board.

At the meetings of the Board, all questions relating to matters of common interest which are within the Boards purview will be discussed and decisions come to – which will be recorded in a Minute Book by the Secretary.

The Board will deal with the following, the Secretary being the Executive Officer directly responsible for the carrying out of the Boards decisions.

A. Dieting–

1. Notifications and tenders.
2. Contractors, stores, indents and supplies.
3. Receipt of diet articles, cooking and distribution of food.
4. Supervision of milking.
5. Maintenance of diet registers, accounts, bills and payments.
6. Coolies and other kitchen servants.
7. Buying and maintaining in good repair all kitchen utensils, crockery, etc.

N.B.–All food supplies will be daily inspected by one of the three Resident Medical Officers by rotation every nonth.

B. Linen–

1 Dhobies and other laundry servants.
2. Laundering.
3. Tenders for and supplies of hospitals and servant's linen.

N.B.–Linen of each hospital will be separate and under the control of the Matron and the Linen Clerk of each Institution.

C. Lighting and Electric Power–

1. Indenting for and maintaining stock of electric bulbs, and other materials.
2. Electric bulbs and accounts, correspondence, repairs.
3. Telephones and heaters.
4. Electrician.

D. Furniture–

1. Maintenance of stock and repairs.
2. Tenders and bills.

E: Building and premises–

1. Annual repairs and petty periodical repairs.
2. Staff quarters.

F. Sanitation–

1. Drains and sewers.
2. Incinerators.
3. Disinfection of clothes.
4. Mortuary.

G. Records, Accounts and Cash–

1. Preparation of salary and allowance bills and disbursements.
2. Service Registers.
3. Stock registers of furniture, crockery, etc.
4. Correspondence registers.
5. Hospital dues, their recovery and remittance to the Treasury.
6. Money registers.

The Secretary will be in direct executive charge of all the duties above mentioned and will deal with bills and accounts directly with the authorities concerned. In matters of discipline, staff and policy, he is directly subordinate to the President of the Board.

The Secretary will act according to and in the spirit of the decisions of the Board,–such of the decisions as require approval of the higher authorities being acted upon after such approval is obtained by the President.

The following staff will work under the Secretary's control:–

1. All cooks and kitchen servants.
2. Dhobies.
3. Electrician.
4. Stewards.
5. Accountants.
6. Some clerks.
7. A few peons and sweepers.

B

The following items will be within each Hospital's control and will not be subject to a common authority:–

1. Discipline and control of all nursing staff.
2. Discipline and control of all menial staff–not specifically mentioned as under the Secretary's control.
3. All professional work and control and transfer of all professional staff.
4. All professional correspondence (certificates, correspondence with patient's friends, with other outside or inside authorities.

S.O.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. G. 6079-80/Med. 92-35-7 Bangalore, Dated, 1st February 1936.

Duties

Issues orders defining the———of the Secretary appointed for the three principal Hospitals in Bangalore City.

Read:-

Government Order No.G.4810-12/Med.92-35-5 dated the 11th December 1935 sanctioning the appointment of a Secretary for the three Major Hospitals in Bangalore City.

2. Letter No.G.C.120-7 dated the 27th January 1936 from the Senior Surgeon in Mysore forwarding a copy of the report received from the Superintendent, Minto Ophthalmic Hospital, Bangalore, containing the proposals made by the Committee of the Medical Officers of the three principal hospitals of Bangalore City, and requesting approval of Government for the entertainment of some additional staff and the adoption of the rules on the lines suggested by the Committee.

ORDER NO.G.6079-80/MED.92-35-7 DATED 1ST FEBRUARY 1936.

Government generally approve of the proposals made for defining the duties of the Secretary and other matters contained in the letter of the Superintendent, Minto Ophthalmic Hospital, as in the extract appended to this order.

Separate orders will issue regarding the additional establishment proposed to be entertained. In the meanwhile the services of two menials out of the existing staff of the three hospitals may be placed at the disposal of the Secretary.

M. VENKATESA IYENGAR,
General Secretary to Government.

To—The Senior Surgeon in Mysore.
The Comptroller to Government.

Extract from letter No, 489 dated the 15th January 1936 from the Superintendent, Minto Ophthalmic Hospital, Bangalore, to the Senior Surgeon.

x x x x x x

A

A Board of management will be created for the three hospitals, the Medical Officers in charge of the three institutions concerned forming its members.

The Senior most Medical Officer of the three will be ex-officio President of the Board.

The Board will meet ordinarily not less than once a month and also whenever convened by the President.

There shall be a Secretary to the hospitals who will be Secretary to the Board.

At the meetings of the Board, all questions relating to matters of common interest which are within the Boards purview will be discussed and decisions come to – which will be recorded in a Minute Book by the Secretary.

The Board will deal with the following, the Secretary being the Executive Officer directly responsible for the carrying out of the Boards decisions.

A. Dieting–

1. Notifications and tenders.
2. Contractors, stores, indents and supplies.
3. Receipt of diet articles, cooking and distribution of food.
4. Supervision of milking.
5. Maintenance of diet registers, accounts, bills and payments.
6. Coolies and other kitchen servants.
7. Buying and maintaining in good repair all kitchen utensils, crockery, etc.

N.B.–All food supplies will be daily inspected by one of the three Resident Medical Officers by rotation every nonth.

B. Linen–

1 Dhobies and other laundry servants.
2. Laundering.
3. Tenders for and supplies of hospitals and servant's linen.

N.B.–Linen of each hospital will be separate and under the control of the Matron and the Linen Clerk of each Institution.

C. Lighting and Electric Power-

1. Indenting for and maintaining stock of electric bulbs, and other materials.
2. Electric bulbs and accounts, correspondence, repairs.
3. Telephones and heaters.
4. Electrician.

D. Furniture–

1. Maintenance of stock and repairs.
2. Tenders and bills.

E. Building and premises–

1. Annual repairs and petty periodical repairs.
2. Staff quarters.

F. Sanitation–

1. Drains and sewers.
2. Incinerators.
3. Disinfection of clothes.
4. Mortuary.

G. Records, Accounts and Cash–

1. Preparation of salary and allowance bills and disbursements.
2. Service Registers.
3. Stock registers of furniture, crockery, etc.
4. Correspondence registers.
5. Hospital dues, their recovery and remittance to the Treasury.
6. Money registers.

The Secretary will be in direct executive charge of all the duties above mentioned and will deal with bills and accounts directly with the authorities concerned. In matters of discipline, staff and policy, he is directly subordinate to the President of the Board.

The Secretary will act according to and in the spirit of the decisions of the Board,—such of the decisions as require approval of the higher authorities being acted upon after such approval is obtained by the President.

The following staff will work under the Secretary's control:–

1. All cooks and kitchen servants.
2. Dhobies.
3. Electrician.
4. Stewards.
5. Accountants.
6. Some clerks.
7. A few peons and sweepers.

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The following items will be within each Hospital's control and will not be subject to a common authority:–

1. Discipline and control of all nursing staff.
2. Discipline and control of all menial staff—not specifically mentioned as under the Secretary's control.
3. All professional work and control and transfer of all professional staff.
4. All professional correspondence (certificates, correspondence with patient's friends, with other outside or inside authorities.